

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE BOARD MEETING  
MINUTES  
Tuesday, March 11, 2014  
White Cap Business Park  
Williston**

**Approved**

State Board Members Present: Carol Bokan, Vice-Chair; George Cross, Chair; Sarah Flynn, Brian Vachon.

State Board Members Present via Phone: Jason Gibbs, Andy MacIlwaine

State Board Members Absent: Richard Fraser, Patti Komline, David Luce, Secretary

CHSVT Administration Present: Dana Lesperance, Assist. Dir., Corrections Educ.; Troy McAllister, Assist. Dir., Corrections Educ.; Wilhelmina Picard, Director, Corrections Educ.; Sheila Sayah, Admin. Svcs. Tech.; Jerry Schartner, Assist. Dir., Corrections Educ.

The meeting was called to order at 9:35 a.m.

**Approval of Meeting Minutes**

**Brian Vachon entertained a motion to approve the minutes from November 12, 2013. Jason Gibbs seconded the motion. The November minutes were approved.**

**Administrative Reports**

Wilhelmina had one correction on the Administrative Reports. New Correctional Educator, Matt Ware's name was incorrectly written as "Ben Ware".

Dana added that he and Troy are working to integrate new core standards with work force readiness and career and technical education to help better clarify instruction for certifications.

**Action Items**

- a. Guidelines for Local Boards** – There was discussion about the draft of the Guidelines that George has been working on. George had received feedback from the Springfield Local Advisory Board. George will take all suggestions and changes and update the draft for discussion at the next Board meeting.

**Discussion Items**

- a. Report of Meeting with Agency of Education Secretary** – Wilhelmina, George and Richard, met with the new Secretary of Education, Rebecca Holcombe. The meeting pertained to allowing students to attend CHSVT who are not under the care or custody of DOC. No favorable decision has been made.

Tomorrow, Wilhelmina is scheduled to meet with House Institutions about the interface

between AOE and CHSVT.

George is proposing an amendment to 28 V.S.A. § 120(a) to read: When space is available and no increase to the budget would be required, the program may enroll a person who is not in the custody of the Commissioner if the person is not currently enrolled in and has not completed secondary education.

- b. Budget Overview** – Wilhelmina shared the Corrections Education Budget for FY14 and explained the funding sources and how the money is disbursed and spent. She also shared the Corrections FY14 2<sup>nd</sup> Quarter Budget Review to show where the school is at so far for the year. Currently, the budget is on target to finish out the FY with a favorable outcome. The Governor's budget for next fiscal year has not yet been released.

Tracking all school operational spending through MyLearningPlan has been very beneficial in monitoring spending and anticipating the budgetary needs of the school.

- c. Update on Progress of VCI Programs** – Currently there are 74 employed offenders. Business is up at the Print and Sign shops. There are four to six employees working in the Textile shop at Chittenden Regional. Business is slow but moving forward.

Greg Young has been hired as the new DOC Work Program Coordinator. He is a current DOC employee working with PREA (Prison Rape Elimination Act) and will begin his position with Corrections Education after the PREA audit is complete later in the spring.

- d. Update on Student Information System** – Troy provided the Board with report information about student enrollment and attendance. There was a discussion about attendance issues and how the new DOC Case Plan system will be able to better plan facility programming so it does not interfere with classroom hours. Troy also asked to Board to contact him with other data that they would like to see from the SIS.

#### **Items for next meeting**

1. VCI Updates
2. Focus update
3. Guidelines for Local Boards
4. Legislature
5. Career and Tech. Ed. Update
6. Discuss recognizing local businesses who support employment of released offenders at the October meeting
7. Any others items to come before the board

#### **Next Meeting**

Tuesday, June 10, 2014 at central office, at the White Caps building on Industrial Ave. in Williston.

**The meeting adjourned at 11:20 a.m.**

Respectfully Submitted

Sheila Sayah